

## 2010 Hiring Reform Action Plan

### Hiring Reform Initiative:

Adopt hiring procedures that allow individuals to apply for Federal employment by submitting résumés and cover letters or completing simple, plain language applications, and assess applicants using valid, reliable tools.

### Date:

07/29/2010

### Describe the barrier, problem, or deficiency being addressed:

Ensure that the résumé contains essential information to determine qualifications.

### Describe what is causing the barrier/problem (i.e., What is the root cause?):

Relying solely on résumés may be inadequate to determine qualifications (e.g., without proper dates or clear description of experience). Our automated staffing system (AVUE) accepts résumés, but also has its own application format to determine basic eligibility and qualification. The system or application procedures may need to be modified to accept résumé and cover letter and be able to determine qualifications from them, without applicants having to complete another application form. On the other hand, the current application process is simple and easy to follow and complete.

### Define success or the desired outcome upon completion of applied tasks:

Seamless submission of resumes and cover letters by applicants while maintaining accurate rating process

### Primary Action Planning Team

**Lead:** Michelle Batie, Division Chief, Office of Human Resources

**Members:** Helena Olivares, Shelia Tolliver, DeLisia Carpenter, Rick Osborne

## Action Steps

| Actions to be Taken   | Key Deliverables/Output  | Start Date/<br>End Date | Responsible<br>Party (Parties)      | Budget,<br>Resources, and<br>Approvals<br>Needed |
|---|--|-------------------------|-------------------------------------|--|
| Modify USAID automated staffing system (currently AVUE) to accept résumés and cover letters in lieu of another application format | Acceptance of both resumes and cover letters, solely, in AVUE System                             | Target – 11/1/10        | OHR/CSP/PO; Rick Osborne (OHR/PPIM) | AVUE   |
| Incorporate a “post” application assessment process   | Interview questions in a “KSA” format to assess applicants’ competencies                         | Target – 11/1/10        | OHR/CSP/RS                          | AVUE   |
| As necessary, inform union or satisfy Impact & Implementation (I&I) bargaining with AFGE  | Union buy-in   | Target – 11/1/10        | OHR/ELR                             | AFGE   |
| Provide briefings to Administrative Management Staff (AMS), hiring officials, and employees                                       | Résumés that meet all requirements; decreased individual calls about the new application process | Target – 11/1/10        | OHR/CSP/CSP                         |  |